

MECHANICAL PERMIT APPLICATION

DATE _____ JOB ADDRESS _____

Has a building permit been obtained for this project: Yes No

1. Owner's Information

Name _____	Address _____
City _____	MI, Zip Code _____ Phone # _____
Email _____	
**Provide e-mail address for expedited plan review results.	

2. Contractor's Information

Name _____	Address _____
City _____	MI, Zip Code _____ Phone # _____
Builder's License Number _____	Federal Employer ID/Exemption _____
Worker's Compensation Insurance Carrier / reason for exemption _____	
MESOC Employer Number / reason for exemptions _____	
Email _____	

3. Plan Review Required

Have plans been submitted? (See below for plan review requirements before completing this section)
<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT REQUIRED
Plans are NOT required for the following: 1. One-and two-family dwelling containing not more than 3,500 square feet of building area. 2. Alterations and repair work determined by the Plumbing Official to be of a minor nature. 3. Assembly, Business, Mercantile, and Storage buildings with a required plumbing fixture count less than 12. 4. Work completed by a governmental subdivision or state agency costing less than \$15,000.00.
If the proposed work is described in #1-4 above, answer: "Not Required"
<i>Plans are required for all other building types and shall be prepared by or under the direct supervision of an architect or engineer licensed pursuant to Act No. 299 of the Public Acts of 1980, as amended, and shall bear that architect's or engineer's signature and seal.</i>
PLANS MUST BE SUBMITTED BEFORE A PERMIT CAN BE ISSUED.



Charter Township of Royal Oak

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4. Proposed Project – Check All That Apply

<input type="checkbox"/> Single Family	<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial
<input type="checkbox"/> New	<input type="checkbox"/> Addition/Alter	<input type="checkbox"/> Sewer Only	<input type="checkbox"/> Water Service Only
<input type="checkbox"/> Other	<input type="checkbox"/> School	<input type="checkbox"/> State Owned	<input type="checkbox"/> Special Inspection
<input type="checkbox"/> Pre-manufactured Home Setup (State Approved)			
<input type="checkbox"/> Manufactured Home Setup (HUD Mobile Home)			

If commercial, is there a Knox Box installed? Yes No

**Please note: NO commercial permits will be approved unless a Knox Box is present at the property.

Please see worksheets (Page 3-4) for description of work and fee schedule.

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent, and we agree to conform to all applicable laws of the Charter Township of Royal Oak and the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.

Section 23a of the State construction code act, P.A. 230 of 1972, as amended, MCL 125.1523A, prohibits a person from conspiring to circumvent the licensing requirement of this State relating in persons who are to perform work on a residential building or a residential structure. Violators of Section 23a are subject to civil fines.

Applicant's Signature _____

Date _____

Contractor

Property Owner

Do not write below this line:

PERMIT IS GOOD FOR 6 MONTHS.

Per all Township Codes and Ordinances; the adopted Michigan Residential Code, and the adopted Michigan Building Code.

Approved by _____

Date _____



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RESIDENTIAL CONSTRUCTION		Fee	Number	Total
Application Fee (non-refundable)		\$30.00	1	\$30.00
Administration Fee (non-refundable)		\$33.00	1	\$33.00
Heating System				
New Construction (includes furnace, ductwork, chimney, 3 bath fans)		\$132.00		
each	Furnace, up to 75,000 btu's	\$60.50		
each	Furnace, over 75,000 btu's	\$82.50		
each	Ductwork alternations (new runs)	\$38.50		
each	Ductwork - new systems	\$55.00		
each	Air handlers up to 5 tons	\$60.50		
each	Residential boiler (must provide license)	\$60.50		
each	Hot water or steam piping system	\$55.00		
each	Hot water tank	\$44.00		
Air Conditioning				
each	Up to five (5) tons	\$49.50		
Gas and Accessories				
each	Gas piping over 10' includes pressure test	\$44.00		
each	Prefab fireplace, wood burning stoves	\$55.00		
each	Gas logs (need gas piping for new)	\$44.00		
Miscellaneous				
each	Humidifier, electronic air cleaners, uv lights	\$22.00		
each	Heat recovery ventilators, air ventilators	\$55.00		
each	Residential exhaust (bathroom, kitchen)	\$11.00		
each	Chimney (liners, b-vent not included above)	\$33.00		
Inspection / Registration Fees				
	Inspections (2)	\$77.00		
	Additional Inspections	\$33.00		
	Re-Inspection	\$55.00		
	Registration Fee	\$15.00		
TOTAL COST: \$				



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COMMERCIAL CONSTRUCTION		Fee	Number	Total
Application Fee (non-refundable)		\$30.00	1	\$30.00
Administration Fee (non-refundable)		\$33.00	1	\$33.00
Heating System				
each	Gas Burners: not exceeding 500,000 BTU's	\$60.50		
each	Gas Burners: exceeding 500,000 BTU's	\$66.00		
each	Gas piping and pressure test (GPT)	\$44.00		
each	Ductwork alternations	\$38.50		
each	Ductwork - new systems	\$55.00		
each	Air handlers or exhaust fans	\$33.00		
each	Hydronic piping - system	\$33.00		
each	Kitchen Hood, spray booths, (new, duct and fan)	\$110.00		
each	Kitchen Hood, spray booths only	\$55.00		
Air Conditioning / Refrigeration				
each	Less than 1 ton	\$44.00		
each	1 ton to 5 tons	\$49.50		
each	6 tons to 50 tons	\$60.50		
each	Over 50 tons	\$88.00		
each	Evaporator coils, hot water, chilled water	\$33.00		
Fire Suppression				
each	Chemical system	\$33.00		
each	Puff test	\$33.00		
each	Water sprinkler distribution piping	\$5.50		
each	Water sprinkler heads	\$5.50		
each	Hydrostatic test	\$16.50		
	Duct smoke detectors (first 5)	\$16.50		
	• Each additional 5 detectors	\$25.00		
	Fire / smoke dampers (first 5)	\$6.60		
	• Each additional fire / smoke damper	\$22.00		
Fire Department Plan Review (cost of review)		TBD		
Inspection / Registration Fees				
	Inspections (2)	\$77.00		
	Additional Inspections	\$33.00		
	Re-Inspection	\$55.00		
	Registration Fee	\$15.00		
TOTAL COST:		\$		



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Permit Application Check List

(Includes: Building, Electrical, Mechanical, and Plumbing Permits)

Application:

- Application must be completely filled out.
 - Scope of work must be clearly identified.
 - For Building Permit applications only:
 - If a residential project, three (3) sets of plans must be submitted.
 - If a commercial project, five (5) sets of Architecturally Sealed plans must be submitted.
- *Note: Building projects for a roof, siding, door and window replacements do not require a set of plans for application submittal.*
- All contractors doing work in the Township are required to submit a copy of their Michigan State License, copy of their Driver's License, and proof of insurance.
- *Note: It is not a State requirement to have liability insurance, but if provided, we must have a copy.*
Note: State Law does **not require a copy of the contractor's license for a fence permit application.*

Fees & Payment:

- Upon submittal, the following must be paid:
 1. Application Fee;
 2. Plan Review Fee;
 3. Contractor Registration Fee (if needed); and
 4. Administration Fee.

After review, the permit fee will be assessed and paid prior to issuance of permit. Individual *Mechanical, Plumbing and Electrical* permits must be paid in full at time of application.
- If the project involves a *Building Permit*, no additional permits (plumbing, electrical, mechanical) will be issued until the *Building Permit* has been reviewed, approved and issued.

Incomplete Application:

Upon submittal, if all required items above are not provided, the application will not be accepted.

The list below consists of the most common required inspections --- all may not be required for every project and additional inspections not listed may be required. Please contact the Building Division with any questions regarding a specific project.

REQUIRED BUILDING INSPECTIONS			
Footing	Rough	Insulation	Final
Post Hole	Framing	Wall	Building
Trench Footing	Open Ceiling	Ceiling	Grade
Spread Footing	Open Wall	Fenestration	Certificate of Occupancy
Grounded Electrode	Flashing	Blower Door	
Poured Wall			
Back Fill			

REQUIRED ELECTRICAL, MECHANICAL AND PLUMBING INSPECTIONS		
Open Trench	Open Ceiling	Rough
Open Wall	Gas pressure Test	Final



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